

DD/A Registry

83-4496

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Clarus W. Rice
Director of Central Reference
2E60 Hqs.

EXTENSION

NO.

DATE

5 October 1983

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.	DDA 7D24	2 Oct 1983	7 Oct R	
2.	ADD		11 OCT 1983	
3.	DDA	13 OCT 1983		
4.				
5.	manx staff	14 Oct 1983	bp	
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DD/A REGISTRY
FILE: 45-1

aps to OD's?
yes 11 OCT 1983
done

83-4496

5 October 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM : Clarus W. Rice
Director of Central Reference

SUBJECT : Improved Headquarters Television and Film Services

1. OCR's Graphics Services Branch is nearing completion of major renovations to its television recording and film projection facilities, located in the 1E corridor, Headquarters Building. We are planning to restore full service in the area on 24 October.

2. Through technical enhancements and the purchase of new equipment, we have improved the recording, editing and projection of television news and current events programs of interest to Agency analysts. Motion picture and slide projection capabilities have also been upgraded. Additionally, the two main theaters have been completely refurbished, and two private television viewing carrels have been built in the theater complex.

3. We hope that Agency personnel who have been inconvenienced by the unavailability of the theaters during the last few months will find the improvements worth the wait. Information about specific television and film programs and use of the theaters may be obtained by calling Graphics Services Branch on extension [redacted] or by visiting GSB in Room 1E4822, Headquarters.



Clarus W. Rice

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KINGSTON

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